

# AMERICAN EMBASSY MALABO, Equatorial Guinea

## Vacancy Announcement

No. 2010-021	Date: December 6, 2010	Ref:
Subject:	ADMINISTRATIVE CLERK/CHAUFFEUR, TEMPORARY NOT TO EXCEED TWO YEARS	
Location:	MALABO - DEPARTMENT OF STATE	
Applicability:	ALL INTERESTED CANDIDATES	

**OPEN TO:** All Interested Candidates  
**POSITION:** FSN-5, Administrative Clerk/Chauffeur  
**OPENING DATE:** December 6, 2010  
**CLOSING DATE:** December 20, 2010  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** 5,740,378 XAF p.a.  
In addition to the basic salary, all allowances will be paid in accordance with the Mission Local Compensation Plan.

### NOTE:

- **ALL ORDINARY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in **Malabo, Equatorial Guinea** is seeking to employ a suitable and qualified candidate for the position of **ADMINISTRATIVE CLERK/CHAUFFEUR**.

### BASIC FUNCTION OF POSITION

1. Provide basic administrative assistance and other general services, to include filing and copying, answering phones, receiving and escorting visitors, assembling reports, picking up and/or dropping off mail or other materials, maintain the office technical library and construction drawing files and ensuring that the office areas are kept neat and orderly. Serves as back up to the Administrative Assistant.
2. Operate the Overseas Building Operations (OBO) vehicle on as-needed basis, pick up or drop off visitors at the airport, take the New Embassy Compound (NEC) Project Director and other OBO personnel to meetings where needed in performing their duties. Perform basic maintenance on the OBO vehicle to include cleaning, checking tires and oil pressure, etc.

### POSITION REQUIREMENTS

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item or the application will not be considered.

1. **Education:** Completion of secondary school is required plus vocational training in secretarial skills.
2. **Experience:** Minimum of two (2) years of prior clerical and professional experience is required.
3. **Language Proficiency:** Level III (very good) English and Spanish are required.
4. **Job knowledge:** Ability to drive a standard or automatic transmission 4-wheel drive passenger vehicle. Must possess a valid Equatorial Guinea driver's license and have a good driving record. Knowledge of basic operator vehicle maintenance. Knowledge of Malabo area.

5. **Skills and Abilities:** Safe driving skills and computer skills using Word and Excel are required.

**SELECTION PROCESS:** When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is important that the candidate specifically address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed Not Ordinarily Residents hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

**TO APPLY**

Interested applicants for this position must submit their applications according to the recommendations below or the application will not be considered:

1. Fill out and submit the U.S. Federal Employment application form (**DS-174**); available at the Embassy Gate and Internet Web site. This form must be completed in English;
  2. Attach other documentation (e. g. essays, certificates, awards, copies of degrees earned) that addresses the requirements of the position as listed.
  3. Indicate position title and vacancy announcement number on the top right corner of the envelope or application form.
  4. If applying by email, indicate the position title and vacancy announcement number on the subject line at the following address: [malaboapplicant@state.gov](mailto:malaboapplicant@state.gov)
- Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

**SUBMIT APPLICATION TO:**

**Embassy of the United States of America,**  
**KM-3 Carretera de Aeropuerto (El Paraíso),**  
**Malabo - Equatorial Guinea**

or [malaboapplicant@state.gov](mailto:malaboapplicant@state.gov)

**POINT OF CONTACT:** Tel: (+240) 333-098 895, HR Section

**DEFINITIONS**

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS and uniform service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

3. U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position needs to meet the following criteria:
- Have US citizenship;
  - Be at least age 18;
  - Be listed as a spouse or dependant on the travel orders of a Foreign, Civil Service or uniformed service member permanently assigned to, or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority; and either
    - Be resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; OR
    - Reside at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2

<b>CLOSING DATE FOR THIS POSITION DECEMBER 20, 2010</b>
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**AN EQUAL OPPORTUNITY EMPLOYER**

The US Mission in Malabo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.